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**Inclusion, Learning and
Achievement**

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Secondary School Applications

Dear Parent/Carer,

As we are settling into the Autumn term, I hope your child has had a smooth and positive start to Year 6. Your child's Autumn PEP date would have been booked in before the Autumn half term, so that we can discuss their upcoming transition to secondary school. Ahead of that, I wanted to inform you of some key things to know when applying for your child's secondary school place:

- Applications for secondary school open in September and need to be completed by **Friday 31st October 2025**.
- The applications should be completed via the eadmissions website (<https://www.eadmissions.org.uk/>)
- Please ensure you put down at least 2 or 3 choices even though, as a Looked After Child, your child should get their first-choice school. **Please remember to select the option that states the application is for a looked after child**, otherwise the application will go through the normal route, and they may not get their first choice school.
- The application will require evidence to be uploaded as proof of your child's looked after status. A letter from your child's Social Worker should be provided by them for this. Please speak with your young person's Social Worker requesting them to provide this, if you are experiencing a delay in receiving this document.
- Please ensure that you and your child visit the suitable school(s) during their open days. Their current schools will allow time for this, should it involve them missing part of their school day to attend. This is a key part of their journey, so it is important for them to go along to these visits and get their own feel for the schools. Please do bear in mind that you may get a different experience whether the Open Day is scheduled for the morning or in the evening.
- Some schools/academies may require additional forms to be completed for their own admissions procedure. This will be advised on the settings secondary application procedure which you will be able to find on their website or on the local authority's website.
- When researching the schools you are going to apply to, please ensure that the school has an Outstanding (1) or Good (2) Ofsted rating. Please **do not** apply to schools that

are rated Requires Improvement (3) or are in Special Measures (4) as they may not be able to meet your child's needs.

- Latest Ofsted inspection reports for schools can be found on the link below <https://reports.ofsted.gov.uk/>
- If your child has taken the 11+ test, please ensure that you have the results when applying, the date details of when you should expect these would have been advised within the application to sit the 11+ test.
- You should be able to find out your child's assigned secondary school on National Offer Day which will be on **Monday 2nd March 2026**.

Once you have completed the application, please could you kindly email me confirming the school choices made and the application number. This will be helpful should I need to chase anything up with the admissions team involved.

If you need help with any of the above or have any questions, please do get in touch. I look forward to working with you this year to support both you and your child during this significant transition.

Yours faithfully,

Miss Robyn Griffiths
Education Officer for Key Stage 2 (Years 3, 4, 5 and 6)
Royal Borough of Greenwich Virtual School